

# Before Getting Started to Provide Equitable Services: Preparing Non-public School Officials

It is important to keep in mind that non-public school officials may not be familiar with many of the processes, procedures and protocols that public school staff "live with" and take for granted. They may not be used to working with systems such as school boards, administrative processes or public school business practices. Also, they may not be familiar with the planning and evaluation processes generally associated with program development and implementation of programs in most public schools. Although non-public school officials may be very familiar with what programs are available to non-public school students and teachers through federal programs, the specific legal requirements that fall upon districts may not be as clear to them. To help prepare non-public school officials to support effective program implementation:

- Utilize the initial consultation meeting as an opportunity to assist non-public school officials in understanding the purposes and requirements for various programs and determine whether or not the intent of each program matches their program goals.
- Work with non-public school officials to develop plans that are based on student needs and meet the intent of the law. Provide sample plans and plan development assistance as part of the consultation process.
- Inform non-public school officials that services must benefit eligible children, not the needs of the non-public school.
- Inform non-public school officials of fiscal requirements for federal programs (public control of funds, provision of "services" vs. funding, equipment control, purchasing).
- Inform non-public schools of funding cycle (Spring — rough estimates based on current year allocations; Summer/Fall — estimated allocation based on federal number/prior to state adjustments; January-final allocations/adjustments on Consolidated Application).
- Provide training and information regarding accountability and use of data in designing programs and developing evaluation procedures.
- Work with non-public school staff to develop evaluation questions and methods for collecting data for program evaluation and improvement.
- Provide specific information regarding procedures for approval and processing of contracts, purchase requests, etc.
- Provide information regarding district procedures, timelines, and contacts (i.e., items needing board approval, timelines for such approval, list of program contacts).
- Establish procedures and ground rules regarding how the district will monitor federal programs.